



DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

HEALTH PROGRAM ASSISTANT 1

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: April 9, 2014

CLOSING DATE: April 16, 2014 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on a current certification list

POSITION CONTROL NUMBER: 077145PD NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week,

SALARY GROUP/RANGE: HC 19/\$46,127*-\$61,539 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the Health Program Assistant 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Preferred Skills:

- Strong oral and written communication skills, and demonstrated ability to draft and edit effective and appropriate letters, fact sheets and other written communications for public audiences;
- Experience organizing data, evaluating and analyzing statistics and preparing end reports with the acquired information;
- Experience independently interviewing consumers, health care providers and health care beneficiaries;
- Experience with contract writing, monitoring contracts and evaluating contract compliance;
- Experience with computerized data bases, MS Outlook, Excel, Power Point and Word.

CANDIDATES INVITED TO INTERVIEW MAY BE REQUIRED TO SUBMIT TWO RECENT EMPLOYER PERFORMANCE EVALUATIONS AND A WRITING SAMPLE.

Note: Applicants to this position classification may be required to travel and be flexible with their work schedule.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Knowledge of purposes, plans, objectives and programs of public health agencies including the changing patterns of preventive medicine and environmental health; knowledge of state and community organizations and programs involved in health field; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

EXPERIENCE AND TRAINING

General Experience: Five (5) years experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

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2.) A Master's degree in public health, health education, hospital administration or public administration or other closely related field might be substituted for the General Experience.

3.) For State Employees one (1) year as a Health Services Worker and a Bachelor's degree or three (3) years as a Health Services Worker may be substituted for the General Experience.

Special Requirements: Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.